SUMMARY OF BASIC JOB FUNCTION:
Develop academic plans and academically advise admitted students. Monitor and facilitate the registration of assigned subset of students. Conduct periodic degree audits. Evaluate transcripts from other institutions to formally award transfer credit. Manage prior learning assessment process.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:
1. Develop and implement an academic plan for each assigned advisee. Clearly communicate academic plan details to the respective student.
2. Monitor academic progress on a session-by-session basis, intervening as appropriate to encourage retention and degree completion.
3. Offer advice to students, as required, regarding selection of majors, minors, classes, course scheduling, and related matters.
4. Assist advisees with registration. Monitor student schedules and course selections.
5. Directly register graduate students and undergraduate cohort-based students each semester.
6. Evaluate official transcripts received from other institutions to facilitate formal awarding of transfer credit.
7. Serve as a subject matter expert and intra-institutional consultant regarding transfer and prior learning credit.
8. Facilitate the evaluation of directed training documentation, proficiency portfolios, and other forms of prior learning for formal awarding of credit.
9. Refer students and faculty to resources and other University offices, as needed.
10. Assist student recruitment efforts, represent and promote the university within the community, serve on committees, and perform other duties as assigned.

PROFESSIONAL DEVELOPMENT/PROFESSIONALISM
1. Participate in internal and external staff training opportunities, as required.
2. Maintain accurate and up-to-date information regarding academic credentials and professional activities.
3. Stay current with local, regional, and national conditions that pertain to role.
4. Interact with internal and external stakeholders in a timely, courteous, and professional manner.
5. Abide by all conditions outlined in the university’s employee manual.

SUPERVISES: College Work Study Students, as delegated by supervisor.

SUPERVISED BY: Dean, College of Graduate, Adult, and Professional Studies

MINIMUM REQUIREMENTS:
1. Bachelor’s degree required; Master’s degree preferred.
2. One to three years’ experience in academic advising, credit evaluation, testing, college-level teaching, or an equivalent combination of education and experience.

EMPLOYMENT CLASSIFICATION: Exempt; Administrative/Professional

Revised 9/01/2015  D. Markell, revised 5/4/2016 L. Lewis
LOCATION: Howell and Ann Arbor campuses, occasional extension site travel

DATE: Position begins July 1, 2016

Please send cover letter and resume/vitae to llewis@cleary.edu